

KANSAS NURSE AIDE REGISTRY ON-LINE

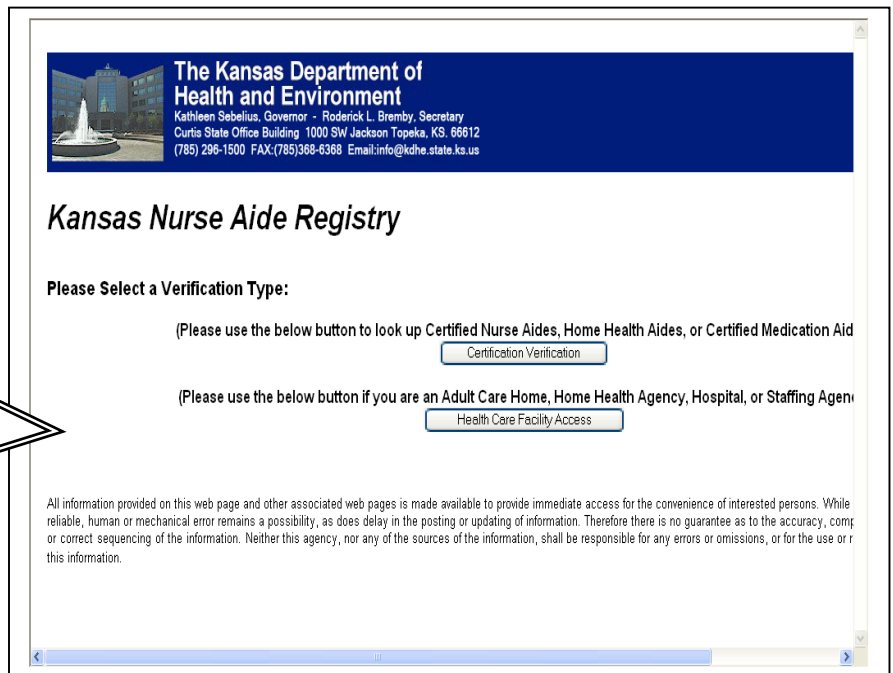
Internet Access Instructions for Health Care Facilities

If you are a Kansas facility; Adult Care Home, Home Health Agency, Hospital or Staffing Agency, you may access the Kansas Nurse Aide Registry by entering the following web address:
www.ksnurseaidregistry.org

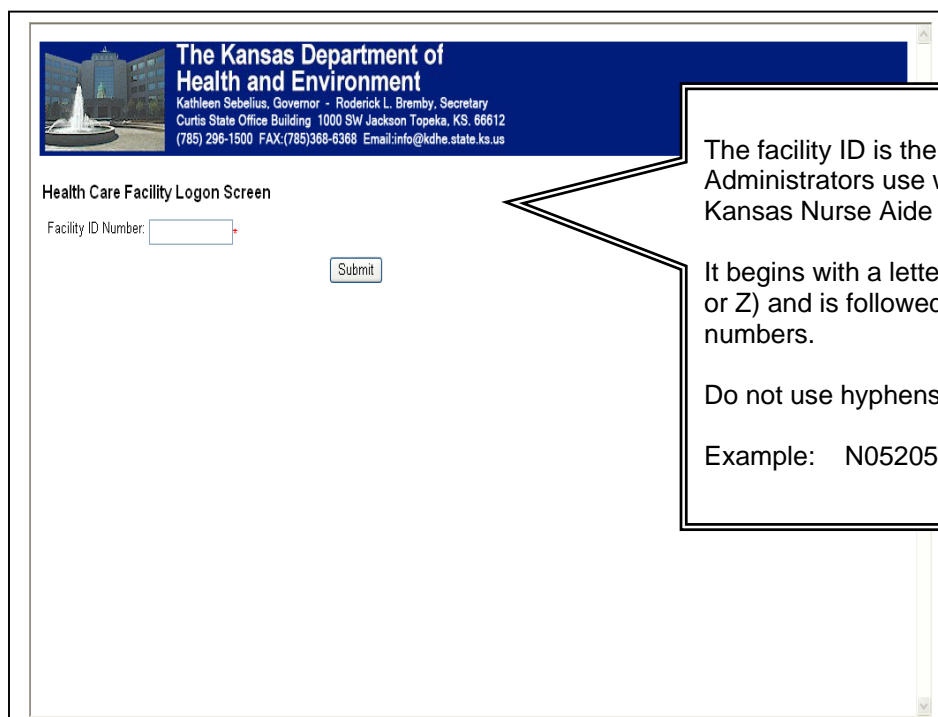
IMPORTANT NOTE

Facilities will need to use the **Health Care Facility Access** rather than the Certification Verification public access, to eliminate the year-end task of compiling and mailing annual employment verification reports.

Using the Health Care Facility Access also gives surveyors the ability to obtain reports that track calls regarding employment eligibility.



The screenshot shows the homepage of the Kansas Nurse Aide Registry. At the top is a blue header for 'The Kansas Department of Health and Environment' with contact information for Governor Kathleen Sebelius and Secretary Roderick L. Bremby. Below the header, the title 'Kansas Nurse Aide Registry' is displayed. A section titled 'Please Select a Verification Type:' contains two buttons: 'Certification Verification' and 'Health Care Facility Access'. The 'Health Care Facility Access' button is highlighted. A disclaimer at the bottom states that the information is provided for convenience and is not guaranteed for accuracy.



The screenshot shows the 'Health Care Facility Logon Screen'. It features the same blue header as the homepage. Below the header, the text 'Health Care Facility Logon Screen' is displayed. There is a text input field labeled 'Facility ID Number:' followed by a red asterisk. A 'Submit' button is located below the input field.

The facility ID is the same number Administrators use when calling the Kansas Nurse Aide Registry.

It begins with a letter (A,B,C,H,N,Q or Z) and is followed by six numbers.

Do not use hyphens.

Example: N052052

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Internet Access Instructions for Health Care Facilities

The Health Occupations Credentialing Employee List serves multiple purposes;

- Receive notification that criminal history results are ready to be e-mailed.
- Determine employment eligibility.
- Obtain confirmation for employee file.
- Update employment verification.

To check availability of criminal history results, review the names listed on the Employee List shown below. Multiple pages are indicated on the lower left portion of the screen.

When the **E-Mail Me** message is displayed in the CRC No Match column, on the right hand side of the screen criminal history results have been processed and are ready to be sent to the facility via e-mail.

1. Click on **E-mail me**
2. Check your e-mail for CRC results
3. Print the No Match letter and file with employee records. (No match letters indicate no criminal history found on the individual requested.)

Facility Employee Listing - Microsoft Internet Explorer

Address: <http://www.ksnurseaidregistry.org/Clients/KSDHE/Private/FacilityEmployeeList.aspx>

Welcome to the Health Occupations Credentialing Employment Verification Page. This page will allow you to keep your employee's nurse aide certification current. The list below shows the Certified Nurse Aides, the Home Health Aides, and the Certified Medication Aides that were submitted by your facility for employment a minimum of eight hours. Any individual who worked at least eight hours during the past year should be listed. You may remove individuals from your employee list who are no longer employed, you can search our system for individuals, and you can add new individuals to your Employee List. You can also receive notification sent to you via email when the criminal record check has been completed on an individual you have submitted and the criminal record check reveals an individual has no criminal history on file. Criminal record check results on individuals with criminal history will be sent via regular mail. Thank you for using this and we hope you find it useful.

July 8, 2005
BALDWIN HEALTHCARE & REHAB CTR

If the "Email Me" button is not present and further criminal record check details are required, please contact the Kansas Department of Health and Environment at 785-296-0059.

	Name	Credential Number	Certification Type	CRC NoMatch
Remove	ANNA J BEACH	51053	Certified Nurse Aide	
Remove	ELIZABETH MARIE BEAULIEU	129642	Certified Medication Aide; Certified Nurse Aide	
Remove	SARAH ANN BEAULIEU	132963	Certified Medication Aide; Certified Nurse Aide	
Remove	CHELSEA JANELLE BIEN	124123	Certified Nurse Aide	Email Me
Remove	ANGELA RENEE BISHOP	110036	Certified Nurse Aide	
Remove	CANDY MARIE BURENHEIDE	120821	Certified Nurse Aide	
Remove	DAVIN MELODY CALDERWOOD	126565	Certified Nurse Aide	
Remove	JUDY CLAUDINE COBLE	115301	Certified Medication Aide; Certified Nurse Aide	
Remove	TAMRA JEAN COPELAND	111419	Certified Nurse Aide	
Remove	BILL DANIELS			
Remove	REBECCA MELINA DANIELS	38027	Certified Nurse Aide	Email Me
Remove	DANIELLE MICHELLE FLEMING	127257	Certified Medication Aide; Certified Nurse Aide	
Remove	WENDY SYLVIA FULLER	82688	Certified Nurse Aide	
Remove	LINDSAY MICHELLE GUTIERREZ	121397	Certified Nurse Aide	Email Me
Remove	LAURA KATHLEEN HERTZOG	128075	Certified Nurse Aide	

1 2 3 4 5

[Add Employees](#)
[Logout](#)

Important Note

The facility e-mail address must be on file with HOC to initiate use of the e-mail me feature to retrieve CRC results.

Selecting the Add Employees Button takes you to the search screen, to verify certification details on an individual prior to adding them to your employee list.

KANSAS NURSE AIDE REGISTRY ON-LINE

Internet Access Instructions for Health Care Facilities

To check the status of a Certified Nurse Aide, Medication Aide or Home Health Aide on the Kansas Nurse Aide Registry, click on the **Add Employees** button to access the registry search engine.

Do not fill in all four identifiers. Enter the Aide ID number, dropping all leading zeros.

Example: If the Aide ID number is 000345, enter only 345 as shown.

KANSAS NURSE AIDE REGISTRY ON-LINE

Internet Access Instructions for Health Care Facilities

If the credential number is not known, enter only the first name and Social Security number.

The name must be spelled correctly. If the spelling of the name is unknown, type in the first three letters of the name followed by an asterisk.
Example: First Name EDW*

Dashes must be used when entering the Social Security number.
Example: 600-00-000

The screenshot shows the homepage of the Kansas Department of Health and Environment. The header includes the department name and contact information for Governor Kathleen Sebelius and Secretary Roderick L. Bremby. Below the header, a note explains the search criteria: "A note on searching: You may enter one or more search criteria in the fields provided below. The more criteria you enter, the more narrow your search results will be. You may also use the asterisk key to perform a wildcard search. Please be sure to avoid spelling errors and / or transposing numbers if you are searching by SSN or Credential Number. You must enter information into at least one of the search criteria fields. If you are searching by SSN, then you must enter at least one other criteria." The search form includes fields for Last Name, First Name (containing "James"), SSN (containing "600-00-000"), and Credential Number. There are buttons for "Search", "Employee List", and "Logout". A footer note states: "If the 'Add' link is not present, then this Individual's Certification is inactive. If the 'Email Me' button is not present and further criminal record check details are required, please contact the Kansas Department of Health and Environment at 785-296-0059."

A search may also be done by using the first and last name, but only if you have the individual's middle name, date of birth and Social Security number to use as cross reference identifiers.

The screenshot shows the homepage of the Kansas Department of Health and Environment, specifically the Bureau of Child Care and Health Facilities. The header includes the department name and the specific bureau. Below the header, a note explains the search criteria: "A note on searching: You may enter one or more search criteria in the fields provided below. The more criteria you enter, the more narrow your search results will be. You may also use the asterisk key to perform a wildcard search. Please be sure to avoid spelling errors and / or transposing numbers if you are searching by SSN or Credential Number. You must enter information into at least one of the search criteria fields. If you are searching by SSN, then you must enter at least one other criteria." The search form includes fields for Last Name (containing "SMITH"), First Name (containing "MARY"), SSN, and Credential Number. There are buttons for "Search", "Employee List", and "Logout". A footer note states: "If the 'Add' link is not present, then this Individual's Certification is inactive. If the 'Email Me' button is not present and further criminal record check details are required, please contact the Kansas Department of Health and Environment at 785-296-0059."

KANSAS NURSE AIDE REGISTRY ON-LINE

Internet Access Instructions for Health Care Facilities

Never assume that you will find the correct individual when conducting a search using first and last names only.

If multiple name choices are given, it may be necessary to go into each record to check cross-reference identifiers.

Kansas Department of Health and Environment
Bureau of Child Care and Health Facilities
Health Occupations Credentialing

A note on searching: You may enter one or more search criteria in the fields provided below. The more criteria you enter, the more narrow your search results will be. You may also use the asterisk key to perform a wildcard search. Please be sure to avoid spelling errors and / or transposing numbers if you are searching by SSN or Credential Number. You must enter information into at least one of search criteria fields. If you are searching by SSN, then you must enter at least one other criteria.

Last Name:
First Name:
SSN:
(Please use the format: XXX-XX-XXXX)
Credential Number:

[Search](#) [Employee List](#) [Logout](#)

If the "Add" link is not present, then this Individual's Certification is inactive. If the "Email Me" button is not present and further criminal record check details are required, please contact the Kansas Department of Health and Environment at 785-296-0059.

Name	Credential Number	Certification Type	Employment Status	Add	CRC NoMatch
Details MARY ANN SMITH	10437	Certified Nurse Aide; Home Health Aide; Certified Medication Aide;		Add	
Details MARY KAY SMITH	141679	Certified Nurse Aide;		Add	
Details MARY LINDA SMITH	23994	Certified Nurse Aide; Certified Medication Aide;		Add	

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If you receive a message that says: "Criteria entered does not match anyone in system or the individual certification is not active", the message could also mean that the individual is still in trainee II status or has a pending interstate application.

If you have questions please call (785) 296-6877.

The Kansas Department of Health and Environment
Kathleen Sebelius, Governor - Roderick L. Bremby, Secretary
Curtis State Office Building 1000 SW Jackson Topeka, KS. 66612
(785) 296-1500 FAX: (785) 368-6368 Email: info@kdhe.state.ks.us

A note on searching: You may enter one or more search criteria in the fields provided below. The more criteria you enter, the more narrow your search results will be. You may also use the asterisk key to perform a wildcard search. Please be sure to avoid spelling errors and / or transposing numbers if you are searching by SSN or Credential Number. You must enter information into at least one of the search criteria fields. If you are searching by SSN, then you must enter at least one other criteria.

Last Name:
First Name:
SSN:
(Please use the format: XXX-XX-XXXX)
Credential Number:

[Search](#) [Employee List](#) [Logout](#)

If the "Add" link is not present, then this Individual's Certification is inactive. If the "Email Me" button is not present and further criminal record check details are required, please contact the Kansas Department of Health and Environment at 785-296-0059.

Name	Credential Number	Certification Type	Employment Status	Add	CRC NoMatch
Details Criteria entered does not match anyone in system or the individual's certification is not active.				Add	

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KANSAS NURSE AIDE REGISTRY ON-LINE

Internet Access Instructions for Health Care Facilities

The Nurse Aide Confirmation Notice provides:

- Name
- Other names used
- Aide ID#
- Certification type
- Issue date
- Employment verification expiration date
- Current status
- Date of the last criminal record check on file

This notice provides the same information as was previously mailed to your facility prior to registry automation.

The Nurse Aide Registry Confirmation Notice should be printed and kept on file.

An employment prohibition on file means that the individual is prohibited from employment in the State of Kansas, due to either a criminal conviction or findings of abuse, neglect or exploitation.

Health Occupations Credentialing

Nurse Aide Registry Confirmation Notice

(785) 296-6877 - **REGISTRY INQUIRIES ONLY!**
All other inquiries: (785) 296-1240

Name: MARY ANN SMITH **AideID:** 10437
Other Names:

Certification Type	Issued	CMA Expiration	Status	Employment Verification Expires
Certified Medication Aide	10/23/2003	10/23/2005	Active	
Certified Nurse Aide	05/05/1986		Active	03/15/2007
Home Health Aide	11/28/1994		Active	03/15/2007

Last Criminal Background Check: 04/09/2004
City: WICHITA **State:** KS

Health Occupations Credentialing, Curtis Building, Ste. 200 Phone: 785-296-1240
1000 SW Jackson Street, Topeka, Kansas 66612-1365 Fax: 785-296-3075

Nurse Aide Registry Confirmation Notice

(785) 296-6877 - **REGISTRY INQUIRIES ONLY!**
All other inquiries: (785) 296-1240

Name: CHRISTOPHER D ADAMS
Other Names:

Certification Type	Issued	CMA Expiration	Status	Employment Verification Expires
	06/10/2005			

Last Criminal Background Check: 06/10/2005
City: TOPEKA **State:** KS

EMPLOYMENT PROHIBITION ON FILE.
IF YOU HAVE QUESTIONS, PLEASE CONTACT
(785)-296-8628.

Health Occupations Credentialing, Curtis Building, Ste. 200 Phone: 785-296-1240
1000 SW Jackson Street, Topeka, Kansas 66612-1365 Fax: 785-296-3075

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Internet Access Instructions for Health Care Facilities

If a similar error message appears such as the one pictured here, you might try these suggestions:

- Hit F5
- Refresh your screen
- Close out of the current window and try again
- Close out of your Internet browser and log back into the Nurse Aide Registry

Server Error in '/' Application.

Runtime Error

Description: An application error occurred on the server. The current custom error settings for this application prevent the details of the application error from being viewed remotely (for security reasons). It could, however, be viewed by browsers running on the local server machine.

Details: To enable the details of this specific error message to be viewable on remote machines, please create a <customErrors> tag within a "web.config" configuration file located in the root directory of the current web application. This <customErrors> tag should then have its "mode" attribute set to "Off".

<!-- Web.Config Configuration File -->

```
<configuration>
  <system.web>
    <customErrors mode="Off"/>
  </system.web>
</configuration>
```

Notes: The current error page you are seeing can be replaced by a custom error page by modifying the "defaultRedirect" attribute of the application's <customErrors> configuration tag to point to a custom error page URL.

<!-- Web.Config Configuration File -->

```
<configuration>
  <system.web>
    <customErrors mode="RemoteOnly" defaultRedirect="mycustompage.html"/>
  </system.web>
</configuration>
```